

# Markets & Events - Local Law Licence Application

## New Licence / Amendment / Transfer

2024/25 Financial Year - Local Law No. 9 (Licensing) 1999 & Local Law No. 12 (Council property and other public places) 2003

I / we make application for (please tick):

Type of activity:

- Market  
 Event

A new licence:

- New licence (complete sections 1, 2, 3, 4, 5, 8 & 9)

Existing licence no:

- Amendment (complete sections 1, 2, 3, 4, 5, 7, 8 & 9)  
 Transfer (complete sections (1 to be completed by purchaser), 2, 3, 4, 5, 6, 8 & 9)

**Important:** If you wish to hold an event in a Council Park, you will need to apply for approval from Council's Parks Branch. Please call (07) 3412 3412 for further details.

### Section 1 – Applicant Details

**Important:** Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant / licensee names/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

**PRIVACY COLLECTION NOTICE:** Council is collecting your personal information to be able to provide services and information in accordance with Council's local laws. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au). All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

**Important:** By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing-related information.

The purchaser agrees to indemnify the local government for any damage or claims resulting from transferring the licence/permit.

**Important:** Before you commit to buying a business consider a pre-purchase inspection to find out if the business complies with Council’s Local Laws. Visit Logan City Council’s website for further information.

**Important:** If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

**Section 2 – Company Details** - this section is only required if applying as a company

Company director name(s):			
ACN:			
Contact person’s name:			
Phone:		Mobile:	

Current Australian Securities & Investment Commission (ASIC) company extract is attached

**Section 3 – Incorporated Association Details**

Management committee name(s):			
Contact person’s name:			
Phone:		Mobile:	

Evidence of Incorporated Association registration and management committee details

**Section 4 – Property Owner**

I, the owner(s) of the property consent for my property to be used for the prescribed activity detailed within this application.

Property owner’s name:			
Signature(s):		Date:	
Signature(s):		Date:	

## Section 5 – Operational Details

Name of market or event:	
Dates and times of operation:	
Expected numbers attending:	
Describe the nature of good supplied and/or type of entertainment and/or activity involved with the market/event:	

## Section 6 – Current Licence Details - to be completed for a licence transfer

**Important:** Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Owner(s) name:	

**Important:** If the current licensee is not making application for transfer attach a statutory declaration under the *Oaths Act 1867* providing the reason why the current licence holder is not making this transfer.

Site address:		
		Post code:
Postal address: (if applicable)		
		Post code:
Trading name:		
ABN / ACN:		
Email:		
Business phone:		Mobile:

The seller agrees to indemnify the local government for any damage or claims resulting from transferring the licence

Date of settlement:	
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**Important:** If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain

Signature(s):		Date:	
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## Section 7 – Amendment

Detail the nature of the amendment:


## Section 8 - Attachments

Documents to be included with this application:

- Provide a copy of valid public liability insurance relating to the operation of the market / event to the value of \$20,000,000
- Details of the proposed inspection, monitoring and management program (including cleaning of site)
- Site and event management plan
- Noise management plan
- Number of employees engaged in operating the event / market
- Details of supply of food or liquor
- Waste management plan
- Arrangements for crowd control
- Nature of goods to be supplied within each stall (if applicable)
- Arrangements for pest control
- Details of consultation with emergency services
- Security bond if operating on Council owned or controlled land

- A site plan (1: 100 scale), indicating:
- event / market layout, including entry points, exits, and all facilities
  - the location of sanitary facilities and their type
  - location of stalls (if applicable)
  - location of rides or entertainment (if applicable)
  - accommodating capacity in each section of the market / event
  - assembly areas and arrangement of seating (if any)
  - location, type and specifications for firefighting equipment
  - emergency electricity or gas supply
  - potable water supply
  - any animals to be kept as part of operation of market / event
  - any vehicle parking and pick up / set down areas
  - any signage
  - temporary buildings or structures
  - first aid facility
  - camp site
  - specific hazards
  - topography and other physical characteristics of the site
  - location of waste containers.

Evidence of Planning Act 2016 approval – Written advice or DA permit

Evidence of Building Act 1975 approval - Permits

## Section 9 – Certification

Certification	Applicant 1	Applicant 2
I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a food business licence under <i>Local Law No. 9 (Licensing) 1999</i> and/or <i>Local Law No. 12 (Council Property and Other Public Places) 2003</i> is not an approval of other aspects of the operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that I cannot commence operating until such time as I hold a valid licence issued under <i>Local Law No. 9 (Licensing) 1999</i> and/or <i>Local Law No. 12 (Council Property and Other Public Places) 2003</i> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name in full:	Name in full:
<b>Applicant signature:</b>	<b>Applicant signature:</b>
Date:	Date:
Position:	Position:

## Section 10 – Fees (not subject to GST)

Application Type	Fee
New licence application for a market (includes design approval and licence)	\$907.00 + amount equal to the applicable licence fee
Licence fee for a market	\$740.00*
New licence application for an event	\$690.00* + amount equal to the applicable licence fee
Licence fee for an event	\$524.00
Express processing fee for event applications received less than 10 business days prior to the event (in addition to the above application and licence fees)	\$663.00 + amount equal to the applicable application fee
Application to amend an existing licence	\$549.00
Transfer of licence (change of name only)	\$383.00
Security bond (Council properties only)	\$869.00




Your application cannot be processed unless the form is complete, signed and correct fees are paid in full.

The licence period is 1 September to 31 August and fees are charged yearly. Pro-rata licence fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Pro-rate fee reductions apply to the licence fee only and are marked with \*. Pro-rata fee reductions do not apply to the application fee.

Bona fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to the production of appropriate verification of such.

## PAYMENT OPTIONS

	<b>Paying by mail</b>	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	<b>Paying by phone</b>	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
	<b>Pay online</b>	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
	<b>Paying in person</b>	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	<b>Customer service centre locations</b>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412  
Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)